

FEL2002 Oral Presentations: **Notes and Guidelines**

Available Facilities

All talks will be held in the APS Auditorium.

Overhead display projectors will be available for those wishing to use overhead transparencies.

A slide projector will be available for those wishing to use slides; presenters should bring their slides pre-sorted and loaded into a standard slide carousel.

A computer projector will be available for use for those wishing to give electronic presentations; please see the specific notes below.

All presenters are encouraged to bring backup hard copies of their presentations.

A prize (donated by the Argonne Guest House) will be presented to the best oral presentation.

Electronic Presentations – Special Notes

Please do not incorporate sound effects into electronic presentations, as the APS Auditorium sound system is not prepared to handle them.

The APS Auditorium incorporates a display projector that will be used for electronic presentations. Due to the size of the screen and the layout of the auditorium, presenters are discouraged from bringing personal projectors.

A Windows computer will be linked to the APS Auditorium projector and preconfigured for proper operation. Presenters using PowerPoint (or another program which can generate PowerPoint-compatible files) are strongly encouraged to use this computer for their talks. To do so, either bring a CD-ROM with the presentation on it, or, preferably, upload a copy of your talk to the FTP site (see instructions below) *at least* three days before your scheduled talk. We will attempt to verify that uploaded files load and display properly, and will attempt to contact the presenter should problems be encountered.

Similar methods have been used at previous conferences and have proven to be effective in reducing the amount of time required to set up each presenter's laptop.

Presenters wishing to use their own laptop computers may certainly do so. However, please be aware that we cannot guarantee, without prior testing, that any given laptop will work with the projection system.

FTP Instructions:

Host: ftp epics.aps.anl.gov
User ID: anonymous
Password: (your complete e-mail address)
Path: cd fel2002/talks
Set the file mode to binary: type binary

Upload your source, and/or PDF files; e.g., put filename.pdf where 'filename' is the paper ID for your talk. If you need to make corrections after your talk is submitted, upload the revised file with a new name; e.g., put filename-rev1.pdf.

Tips for Presenters

Slide Preparation – General

Allow about one slide per minute of your talk. Leave about five minutes at the end of your talk for questions and discussion.

Remember that while you are the expert on what you are presenting, at least a portion of your audience will be seeing your ideas and concepts for the first time. Keeping your slides clear and uncluttered will help your audience to concentrate on you and your explanation of the physics, rather than attempting to split attention between you and your slides. The slides are there to illustrate your concepts and results, and it is helpful to design them towards that end.

Number your Slides. This makes it easier for the audience to note references for future questions, and for you to locate the slides when answering those questions.

Use of Colors. Highly contrasting shades and colors are the most effective and easy to see for an audience. For instance, black text on a white background is very easy to read; gray text on a light blue background is very difficult to read. Please keep this in mind when preparing general slide layouts.

Fonts. We recommend using no more than 1-2 fonts per page. Arial, Times New Roman, and Symbol will be available on the presentation computer. DO NOT use fonts that are not part of the standard MS Office package; they will not be available. Do not use font sizes less than 14 points, and do not use multi-colored text unless required.

Limit each slide to illustrating one or two major points.

Equations. We suggest keeping equations to a minimum, or collecting terms to allow emphasis of only the portions of the equation of interest. If the equation font is too small or too cluttered, it might be scientifically important but the audience may not be able to read it.

Figures and Charts. For drawings or charts we recommend using large axis and feature labels. It is generally preferable to avoid “blueprint-like” drawings with too much detail, as this detracts from the features the presenter wishes to emphasize.

Typed slides are much easier to read than hand-written slides.

Slide Preparation – Electronic Presentation

Modern slide preparation tools such as PowerPoint provide very powerful means of highlighting critical features of a presentation. The animation, color, and graphics options, however, can be (over)used to the point where the “slide show” becomes the presentation, losing the message in the process.

Animation can be a powerful tool to illustrate dynamic processes. Animation for animation’s sake, however, is a distraction.

If you choose to use “appearing” text and arrows, we suggest fading them away to, for instance, a light gray after they have been used to illustrate a point. That way they will not detract attention from the next text and/or arrows to appear.